

METCALFE COUNTY SCHOOLS

Josh Hurt, Superintendent
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In accordance with the state and federal regulations implementing the Individuals with Disabilities Education Act (IDEA), this is to inform the public of Metcalfe County Schools' intent to destroy personally identifiable information related to special education services.

Anyone who would like to maintain this information for their own records must notify the district upon receipt of this notice; otherwise, the information will be destroyed after the week of **August 30, 2024**.

Records to be destroyed include:

- Individualize Education Programs (IEPs)
- Evaluation Reports
- Test Protocols Notifications of Meetings
- Notices of Action
- Review of Existing Data Summaries
- All other personally identifiable information within the Special Education file

Once a person has been removed from special education services for five years, the district is no longer required to retain the above-listed records.

The district may keep a permanent record, without time limitation, of a student's name, address, phone number, grades, attendance record, classes attended, grade level completed, and year completed.

Please call the Metcalfe County Board of Education at (270) 432-3171 with any questions.

Thank you,

Jamie Moss
Director of Special Education